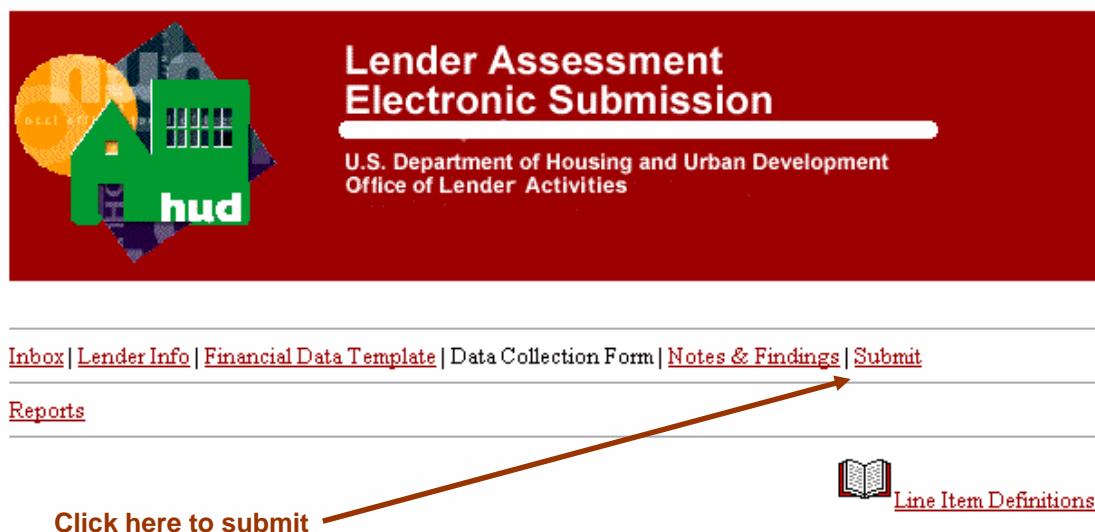


## 5.9 Submit to IPA for Review

The Submit page is used to validate the data entered by the lender. Once a lender's submission data has been successfully validated, the lender can submit their submission to the IPA for Review.

**Step 1:** Access the LASS submission and click on the 'Submit' button at the top of the page.




**Lender Assessment  
Electronic Submission**

U.S. Department of Housing and Urban Development  
Office of Lender Activities

[Inbox](#) | [Lender Info](#) | [Financial Data Template](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit](#)

[Reports](#)

[Click here to submit](#)

 [Line Item Definitions](#)

**Step 2:** Submit page will be displayed. See below.

[Submission Completeness Check](#)

**CERTIFICATION STATEMENT**

This is to certify that to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDT, DCF, and Notes & Findings - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit, I declare that the foregoing is true and correct.

Line Item	Account Description	Total
200	Total Assets	\$0
600	Total Liabilities and Equity	\$0
700	Total Revenue	\$0
900	Total Expenses	\$0
1000	Net Income (Loss)	\$0
1240	Net Worth Required	\$250,000
1270	Adjusted Net Worth	\$0

[Submit Financial Data](#)

**Step 3:** Read the 'Certification Statement' completely. Verify all information is correct. If information is not correct, go back to the appropriate page and fix any incorrect data. See below.

**CERTIFICATION STATEMENT**

This is to certify that to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDT, DCF, and Notes & Findings - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit, I declare that the foregoing is true and correct.

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600	Total Liabilities and Equity	\$0
700	Total Revenue	\$0
900	Total Expenses	\$0
1000	Net Income (Loss)	\$0
1240	Net Worth Required	\$250,000
1270	Adjusted Net Worth	\$0

Read

**Step 4:** After all information has been corrected or verified, click on the 'Submission Completeness Check' button. This will run an automatic validation check to ensure the submitter has correctly filled out the financial pages.

**Submission Completeness Check**

**CERTIFICATION STATEMENT**

This is to certify that to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDT, DCF, and Notes & Findings - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit, I declare that the foregoing is true and correct.

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600	Total Liabilities and Equity	\$0
700	Total Revenue	\$0
900	Total Expenses	\$0
1000	Net Income (Loss)	\$0
1240	Net Worth Required	\$250,000
1270	Adjusted Net Worth	\$0

Click here

**Step 5:**

- If no errors are generated after the Submission Completeness Check has been executed, proceed to **Step 7**.

- If errors are generated, LASS will display a complete list of all of the errors. The list will give a summary of the error including the location of the error in the submission. If the list of errors is generated, go to **Step 6**.

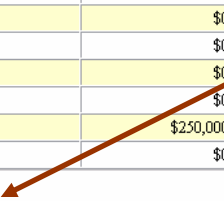
**Step 6:** Go back to the page where the error was generated, correct all errors and repeat **Step 5** until no errors are generated.

**Step 7:** Once the user runs the Submission Completeness Check without any errors click on the 'Submit Financial Data' button at the bottom of the page. See below.

**CERTIFICATION STATEMENT**

This is to certify that to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDT, DCF, and Notes & Findings - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit, I declare that the foregoing is true and correct.

Line Item	Account Description	Total
200	Total Assets	\$0
600	Total Liabilities and Equity	\$0
700	Total Revenue	\$0
900	Total Expenses	\$0
1000	Net Income (Loss)	\$0
1240	Net Worth Required	\$250,000
1270	Adjusted Net Worth	\$0



**Note:** Only the **“Submission Completeness Check”** button will be viewable by Auditors with the Data Entry role. In order to submit to the IPA, the Data Entry user will need to contact the Lender and have the Lender user submit to the IPA.

**Step 8:** Once the page processes, a page will be generated stating the following:

[Inbox](#)

**Submission was successful!**

Congratulations, your submission has successfully been submitted to your IPA for review. Please contact your IPA to ensure a prompt review of your submission. Once the IPA agrees to your submission, return to your Inbox to send your submission to HUD.

**Note 1:** The submission HAS NOT been submitted to HUD at this point. The submission has been sent to the IPA for attestation. After the IPA agrees to the submission, the lender MUST re-enter LASS and submit the financial submission to HUD for review. See Section 5.12 of this manual.

**Note 2:** *At this point, you MUST contact your auditor and inform him that your submission is ready for review. Direct the auditor to follow the instructions for review in Section 5.10 – Auditors Procedures in this User's Manual.*